

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento, CA 95899-7376



Employee Name Horton, Mark
Expense Dates 01/24/10-04/13/10
Total Expense Amount 865.90
Amount Due Employee 865.90
Form ID TEA000681267

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/24	Internet Charges	5.95	
2)	02/18	Licenses	800.00	
3)	04/05	Business Expense - Other	49.95	
4)	04/13	Licenses	10.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to Licenses expense; approvers should review.	
2)	94:115	Automated Audits have not been applied to Business Expense-Other expense; approvers should review.	
3)	94:115	Automated Audits have not been applied to Licenses expense; approvers should review.	

I have reviewed the following documents.